



TEACHING IN PRAGUE

TEACHING IN EDUA GROUP

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These are the typical jobs our graduates apply for in Prague. Different jobs may also be available, but it always depends on the current situation on the market. The jobs you end up doing may differ slightly - each school has its own policy and courses are adapted to the client's needs. At EDUA Group we run mainly the **first two types** of courses.

CORPORATE CLIENTS – IN-COMPANY LANGUAGE TRAINING

- **Students:** small groups (or individuals) of business professionals
- **Course content:** General English, Business English or specific skills/vocabulary
- **Hours:** mainly mornings (7-11am) and afternoons (3-7pm)
- **Place of work:** the clients' place of work, the job involves travel

LANGUAGE COURSES FOR THE PUBLIC

- **Students:** groups of students of different age and background, mainly adults, sometimes young adults or children
- **Course content:** General English, Exam Preparation, Conversation
- **Hours:** mornings (7am-12am) and afternoons and evenings (3-9pm)
- **Place of work:** premises of the language school

PRIVATE STUDENTS

- **Students:** to fill up their schedule, most teachers have their own private students
- **Content:** individual
- **Hours:** anytime
- **Place of work:** lessons usually take place in the student's home, in a café, etc.

KINDERGARTENS

- **Students:** groups of children aged 2-6
- **Course content:** speaking, playing games, learning vocabulary,...
- **Hours:** usually mornings and early afternoons, sometimes longer
- **Place of work:** premises of the kindergarten

HOW MANY HOURS CAN I EXPECT TO TEACH?

At EDUA Group you have the option to work **full-time** (at least 22 hours a week) or **part-time**. Part-time teachers usually teach around 15 lessons a week, teachers with full-time schedules have 22-30 hours a week. It is always better to start slowly, with fewer lessons (this will give you more time to plan your lessons and get used to the job) and add more and more lessons gradually.

In Prague some teachers work for one school only, some accept jobs in two or more different schools. It is really up to you to decide which courses you will accept and thus how many hours you will teach. A lot of teachers also like to have private individual students to fill the gaps in their schedules and earn some extra money.

HOW MUCH WILL I GET PAID AS A TEACHER?

The amount of money you will earn **depends on the number of hours you teach and the structure of your lessons**. Your pay will start at around **200 CZK per hour**. The more experienced you get the more you get paid. Also, private lessons are paid a bit better than group courses (however, there is a bigger risk of students cancelling the lessons). **EXAMPLE:** Let's say a month has 4,5 working weeks, you teach 24 hours a week, 22 group lessons for 200 CZK/hour and 2 individual lessons for 300 CZK/hour. You will earn 19 800 CZK + 2 700CZK = 22 500 CZK.

WORKING FOR EDUA GROUP - THE JOB GUARANTEE

It is always easier to apply for jobs in a place you are familiar with and therefore we try to make the transition from the course to starting your job as smooth as possible. If you pass the course successfully, you will be interviewed for a job at EDUA Group, of which we are a member.

ABOUT EDUA GROUP



EDUA Group was founded in 2010 following the merger of three significant educational companies Caledonian School, Tutor and top vision. Our aim is to offer every customer the widest possible range of first-class education according to their needs and wishes. We provide education for the general public as well as to corporate clients on all levels of management. Our key products are language courses, professional courses (soft skills, hard skills) and preparatory courses for university entrance exams. We also provide TEFL courses, studies abroad and translation services.

WHAT COMPANIES (APART FROM TEFL IN PRAGUE) ARE MEMBERS OF EDUA GROUP?

 <p>caledonian school</p> <p>Has been in the market since 1992 and is the largest language school specializing in in-company courses. It is a member of the Association of Language Schools (AJS) and ISO 9001 certification holder. Caledonian school provides language education to more than 250 companies in the Czech Republic.</p> <p>www.caledonianschool.cz</p>	 <p>tutor</p> <p>Has been specializing in public and post-secondary courses since 2000. It also organizes preparatory courses for university entrance exams and is a market leader in this field. Gradually, the company has added language services and professional courses to its portfolio. Tutor provides language education also outside of Prague, in Brno and Hradec Králové.</p> <p>www.tutor.cz</p>	 <p>top vision</p> <p>Has been in the management development market since the beginning of 2001. Every year it prepares more than ten substantial managerial forums, over 200 open training and seminar days and more than 200 training days tailored to the needs of companies. Top vision also organises hard skills and IT courses.</p> <p>www.topvision.cz</p>
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Most of our graduates work for our sister companies **Caledonian School or Tutor.**

The schools operate throughout the whole of the Czech Republic with offices in Prague, Mladá Boleslav, Brno and Hradec Králové (jobs are mainly offered in Prague).

The team is international and consists of approximately **450 teachers** from various parts of the world, as well as from the Czech Republic.

IF YOU RECEIVE A PASS 1:

- You will be guaranteed a job following the course. Our colleagues from the HR department will invite you for an interview to see your teaching style and discuss your preferences about the job with you.
- You will be offered a full-time schedule (min. 22 hours a week), but you can also choose to work part-time should a full-time schedule not suit you.
- In summer months there are not as many courses as during the rest of the year. We will try to fill up your schedule as quickly as possible, however, if you start working in July or August, your schedule may consist of less than 22 hours a week at first and will be filling up gradually.

IF YOU RECEIVE A PASS 2 OR PASS 3:

- You will be invited for an interview and asked to perform a demo lesson.
- Depending on your interview and current hiring needs you will be considered for a job.
- Although a job is not guaranteed with these grades, we usually employ most of our Pass 2 and some of our Pass 3 graduates (we always prefer hiring our own TEFL graduates to other applicants).
- We have high hiring needs all year round.
- Full-time positions may not always be available, part-time positions are available year-round.

TYPES OF COURSES YOU WILL BE TEACHING IN EDUA GROUP:



AGE OF STUDENTS:

- 80% adults
- 20 % young adults, children

THE INTERVIEW PROCESS

1. In the 3rd week of the course, we will ask you to complete our **pre-employment questionnaire** to find out whether you are interested in working for our school.
2. In the week after the course successful graduates are **invited for an interview and asked to prepare a demo lesson** (“in a demonstration lesson, lasting 20 to 30 minutes, we provide the candidate with the opportunity to showcase their skills and influence the outcome of the interview. Each candidate is then provided with objective feedback”).
3. The steps following a successful interview are (those who are hired usually start working **within 2-3 weeks** of completing the course):



TEACHER DEVELOPMENT PROGRAM

We run regular **methodological workshops** and specialized programs such as Teaching Business English and Teaching Cambridge Exams. Upon completion the participants receive certificates. Teachers also receive a Professional development certificate if they attend at least six workshops in an academic year.

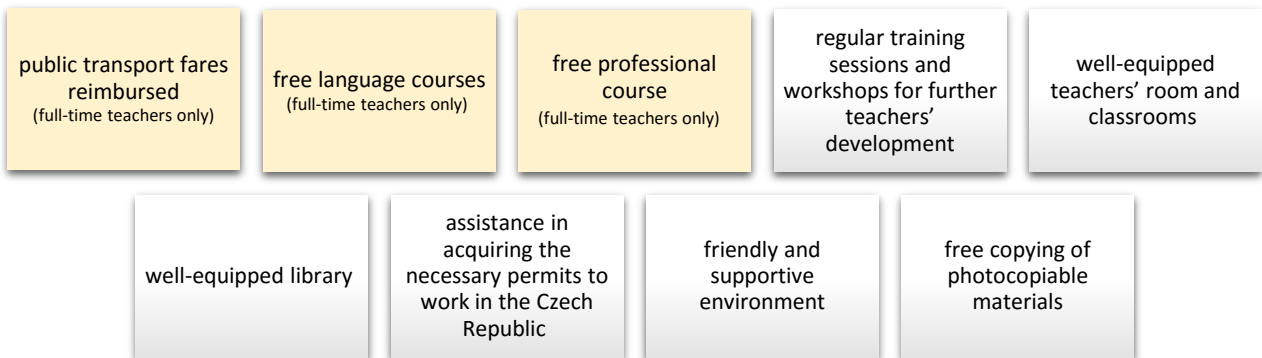
A LIST OF SOME OF THE WORKSHOPS ORGANIZED IN THE PAST:

Effective error correction
Preparing students for FCE and CAE
Teaching business with fun
Warmers, fillers, wrap-ups
How to use a textbook effectively
How to teach conversation classes
How to deal with a mixed-ability group

ACADEMIC SUPPORT

- Academic Manager
- 2 Directors of Studies
- Academic Team Leader
- Team of Senior Teachers
- Observations and feedback
- Methodological support
- Mentoring
- Peer observations

BENEFITS



PROCESS OF ACCLIMATIZATION

We realize that acclimatisation to the Czech environment can be difficult for foreigners. The Caledonian School team is always ready to help and assist with things that are essential to settling into the work environment. At the same time we organise various social activities (Quiz nights, parties, etc.) and build a community of native speakers to make your life in the Czech Republic easier.

WHAT ARE THE PITFALLS OF THE TEACHING PROFESSION?

Every job has its advantages and disadvantages. We do not conceal that teaching position has its pitfalls for which it is good to be prepared. In every possible way we do our best to make your work as pleasant and efficient as possible.

TRAVEL

Since Caledonian School is among the biggest language schools providing corporate language training, our teachers travel all over Prague and various other locations. Most teaching takes place in the clients' offices. When building up a schedule we always try to take the teacher's home area into account and make sure that most courses are taught in blocks. Prague, by European standards, is a fairly small city, has a good public transport and the time spent by traveling can be much shorter and more efficient if thought through carefully.

LESSON CANCELLATIONS

Many of our clients work in middle and senior management positions, and therefore sometimes cancel their lessons due to workload. We are aware of the situation and try to help. In every contract we have stipulated the deadline within which it is possible to cancel the course without further compensation. We can combine the teachers' schedule with public and corporate courses as public courses guarantee a fixed schedule. By offering substitutions we make sure teachers' schedules are full so that they have a steady income. Teachers are also given the green light to arrange alternative dates and times with their students.

SUMMER WORK

Some corporate clients take a summer break (July and August) and interrupt their education. However, having a large portfolio of clients, we are able to alter, add and amend the schedules so that the range of lessons remains unchanged. Still, some reductions are unavoidable during the summer months. Our school also runs summer intensive language courses that provide job opportunities to all instructors who are able to teach these courses.